

**DEWAR COLLEGE OF EDUCATION AND HUMAN SERVICES**  
**EXECUTIVE COMMITTEE MEETING**  
**(06.29.17)**

**Attendance:** Karen Rubin, Natalie Kuhlmann, Renee Whitmer, Mizanur Miah, Sonya Sanderson, Lynn Minor, Linda Most, Deborah Marciano, Sandy Trowell, Kate Warner, Barbara Radcliffe, Shirley Andrews, Leon Pate, Corine Myers-Jennings, Don Leech, Diane Holliman, Reynaldo Martinez, Michael Schmidt, and Hollis Barnett.

Meeting called to order by Dr. Minor at 8:30 a.m.

**Approval of 04.13.17 Minutes**

Dr. Pate moved to accept the minutes from 04.13.17 with minor changes and Mr. Schmidt seconded. No one opposed, no one abstained, and said motion passed via consensus.

**Curriculum Proposals**

Dr. Warner presented the committee with a revised curriculum proposal for PSYC 3300. The proposal was approved with minor changes. Dr. Sanderson moved to accept the proposal and Dr. Most seconded. No one opposed, no one abstained, and said motion passed via consensus.

**Clinical Experiences and Certification**

**PACE Workshop Update:** (Please see handout). Mrs. Whitmer provided the committee with survey results from June 6<sup>th</sup>'s successful PACE event at the Coastal Plains RESA office. The CEC office received very positive feedback from the mentors who attended, many citing this year's PACE as the "best one yet." The office welcomes feedback and methods for improvement from COEHS faculty as well. The event is tentatively scheduled for next year, so Mrs. Whitmer will be reaching out to other departments this fall for volunteers, facilitators, and ideas.

**PSC Renewal Requirements 505-2-.36:** Effective July 1, 2017, the GaPSC will accept additional activities outside of traditional PLUs for P-12 faculty certification renewals. PLUs will still count as credit toward the renewals, but will work in conjunction with other professional learning activities directly related to P-12, such as facilitating mentor workshops or the publication of original works. This rule change requires the dean to submit a letter of attestation when faculty members participate in such activities toward their renewal. A taskforce needs to be created soon to outline parameters, define acceptable activities, and create consistency between departments. The old rule will still apply to certificates expiring June 30<sup>th</sup>, 2017, providing the application for renewal is submitted by October 1<sup>st</sup>, 2017. Mrs. Whitmer would be happy to assist faculty with questions or concerns. Discussion ensued.

**CPAAE**

**GaPSC & CAEP Review:** Mrs. Kuhlmann stated that although our future with CAEP has not been decided, we are CAEP accredited at this time and must proceed accordingly to meet the accreditor's standards as they have been adopted by the GaPSC. Discussion ensued.

**COE Admission Criteria:** (Please see handout). Mrs. Kuhlmann presented the committee with data on graduate programs' mean entry GPAs, showing that some programs are admitting students with GPAs below CAEP's expected cohort mean of 3.0. As departments do take different circumstances into consideration when admitting students, Mrs. Kuhlmann proposed that COEHS graduate programs come together to clearly state all parameters for exemptions, such as the 10 year rule or substituting test scores in place of GPA. These parameters would be outlined on the COEHS website so they are open and accessible to applicants. As we do not want to deny or lose students to institutions with more flexible requirements, outlining consistent exemption standards would be beneficial to the COEHS enrollment process and our potential students.

**New Staff Member**

Dr. Minor announced that Michael Kitchens will be starting July 3<sup>rd</sup> as the 2999 & 5999 course instructor. Mr. Kitchens will be a vital member of the COEHS team as he will provide consistency between departments, support for program coordinators, and retention assistance. Mr. Kitchens will first focus on 2999 & 5999, eventually taking on 2998 as well.

### **Reorganization of COEHS Departments AY 17-18**

Dr. Minor announced that the SPED department will be moving to Communication Sciences & Disorders in Pound Hall. Early Childhood Education will stay in the Education Center. To better reflect our PK-5 program, changing the name of the Early Childhood Education degree to Elementary Education is being considered, but this has not been finalized. If the degree is changed to Elementary Education, students' certification would remain in Early Childhood Education.

Dr. Minor called to honor Reynaldo Martinez in his retirement after serving 12 years on the executive board. The committee thanked Dr. Martinez for his hard work in the COEHS and valued input during the executive committee meetings. He will be greatly missed!

### **COEHS Advising Center**

(Please see handout). Dr. Rubin discussed retention reports she receives from Enrollment Services entitled "Not Registered" and "Not Advised." She explained that while these reports are accurate at the time the data is pulled, their cycle through the institution naturally causes them to be out-of-date by the time they reach the Advising Center. Dr. Rubin advised the committee not to assume this information is accurate as some students are enrolled in 2999 & 5999 and therefore ineligible, some are not returning, and some are even eligible or admitted but waiting for pre-service. Dr. Rubin has worked to improve efficiency when going through these lists and is keeping up with the necessary students. Discussion ensued.

### **Deans' Council Update**

Dr. Minor relayed to the committee that despite the prior announcement, we will not be adopting the jump drive system for P & T submissions in Fall 2017. Michael Black has created an electronic system that Business and Nursing will pilot this fall, but at this time the COEHS will continue with its traditional binder method. Dr. Minor will discuss more Deans' Council updates at July's meeting.

### **COEHS P & T Task Force**

**P&T Committee:** (Please see handout). Proposed changes have been made to the P & T committee make up. The executive committee made a few revisions to the logic of the handout and agreed to distribute the revised document electronically to faculty for feedback. This feedback will be assessed during July's meeting and further revisions will be made to be reviewed again by faculty.

**Non-Tenure Track Amendments:** (Please see handout). A proposed amendment has also been made to the COEHS P & T guidelines for non-tenure track faculty. The university guidelines stop at lecturer, but the COEHS has faculty rankings beyond that title that should be considered. These changes will also be sent out for feedback.

### **Fall 17 Opening of the University- COEHS Plans**

Dr. Minor asked for the committee members' opinions on scheduling the COEHS faculty meeting, lunch with the provost, and any professional training during the Opening of the University. The committee decided to hold these events on Tuesday, August 8<sup>th</sup>. A OneUSG training session will be held in the morning (remember to invite adjunct faculty), followed by lunch with the provost 12pm-1:30pm, and the faculty meeting 1:30pm-3:30pm. Dr. Minor asked the committee to think about anything they would like to do at this faculty meeting.

Meeting adjourned 10:50a.m.

Respectfully submitted,  
Katie Rowland